

Heartfelt Authorization Letter for Salary Due to Travel

Subject: Authorization for Salary Collection During Travel

Dear [Accounts Department],

I am currently traveling and will not be able to collect my salary for [Month/Year] in person. I hereby authorize [Representative's Name] to receive my salary on my behalf.

I sincerely appreciate your understanding and assistance during my absence.

Warm regards,

[Your Name]

[Employee ID]

Get more templates here:

<https://www.lettersandtemplates.com/letters/authorization-letter-for-salary>